



**CITY OF SUGAR LAND  
CURRENT PLANNING DIVISION  
APPLICATION FOR COMMERCIAL SITE PLAN**

**RETURN YOUR SUBMITTAL TO THE DEVELOPMENT SERVICES DEPARTMENT (CURRENT PLANNING DIVISION) 2700 TOWN CENTER BLVD. NORTH, SUGAR LAND, TX 77479, PHONE#: (281) 275-2218**

**PROJECT NAME** \_\_\_\_\_

Project Location \_\_\_\_\_

Address \_\_\_\_\_

Proposed Use \_\_\_\_\_

Square Feet of Structure(s) \_\_\_\_\_ Zoning \_\_\_\_\_

Utilities Constructed by \_\_\_\_\_ Maintained by \_\_\_\_\_

**OWNER/AGENT**

Contact/Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**ARCHITECT/ENGINEER**

Contact/Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. **This application will expire in six (6) months from the date of submittal if the Current Planning Division has not received a resubmittal.**

X \_\_\_\_\_

**Signature of Applicant**

**Date**

**COMMERCIAL SITE PLAN SUBMITTAL REQUIREMENTS:**

- **SIX (6) COMPLETED APPLICATIONS**
- **SUBMITTAL FEES:**
  - ☐ ETJ - \$500
  - ☐ CITY – NO FEE (FEE IS PAID AT PERMITTING)
- **SIX (6) 24 X 36 PRINTS THAT INCLUDE:**
  - ☐ COVER SHEET
  - ☐ OVERALL SITE PLAN (INCLUDE 200' FEET AROUND THE PROPERTY LINES, DRIVEWAYS, MEDIANS)
  - ☐ RECORDED PLAT
  - ☐ BUILDING ELEVATIONS
  - ☐ BUILDING FINISHES WORKSHEET (UNLESS IN M-1, M-2 ZONING DISTRICTS)
  - ☐ ENGINEERING CIVIL DESIGN DRAWINGS (MUST BE SIGNED & SEALED BY A PROFESSIONAL ENGINEER)
  - ☐ PAVING, WATER, & SANITARY SEWER LAYOUT
  - ☐ LANDSCAPING & IRRIGATION PLAN
  - ☐ CITY OF SUGAR LAND DETAIL DRAWINGS
  - ☐ TRAFFIC IMPACT ANALYSIS WORKSHEET

**Business Office (B-O)**Primary Finish:

Masonry \_\_\_\_\_ %  
 Glass Wall \_\_\_\_\_ %  
 Combination \_\_\_\_\_ %

Secondary Finish:

CMU \_\_\_\_\_ %  
 E.I.F.S \_\_\_\_\_ %  
 Fiber Reinforced  
 Cement Exterior \_\_\_\_\_ %  
 Wood Materials \_\_\_\_\_ %  
 Combination \_\_\_\_\_ %  
 Cementitious  
 Stucco \_\_\_\_\_ %

Plan Reviewer: \_\_\_\_\_

**MUC and other residential districts**Primary Finish:

Masonry \_\_\_\_\_ %  
 Glass Wall \_\_\_\_\_ %  
 Combination \_\_\_\_\_ %

Secondary Finish:

CMU \_\_\_\_\_ %  
 E.I.F.S \_\_\_\_\_ %  
 Fiber Reinforced  
 Cement Exterior \_\_\_\_\_ %  
 Wood Materials \_\_\_\_\_ %  
 Combination \_\_\_\_\_ %  
 Cementitious  
 Stucco \_\_\_\_\_ %

Plan Reviewer: \_\_\_\_\_

**Neighborhood Business (B-1)**Primary Finish:

Masonry \_\_\_\_\_ %  
 Glass Wall \_\_\_\_\_ %  
 Combination \_\_\_\_\_ %

Cementitious

Stucco \_\_\_\_\_

Secondary Finish:

CMU \_\_\_\_\_ %  
 E.I.F.S \_\_\_\_\_ %  
 Fiber Reinforced  
 Cement Exterior \_\_\_\_\_ %  
 Wood Materials \_\_\_\_\_ %  
 Combination \_\_\_\_\_ %

Plan Reviewer: \_\_\_\_\_

**General Business (B-2)**Primary Finish:

Masonry \_\_\_\_\_ %  
 Glass Wall \_\_\_\_\_ %  
 Combination \_\_\_\_\_ %

Cementitious

Stucco \_\_\_\_\_

Secondary Finish:

CMU \_\_\_\_\_ %  
 E.I.F.S \_\_\_\_\_ %  
 Fiber Reinforced  
 Cement Exterior \_\_\_\_\_ %  
 Wood Materials \_\_\_\_\_ %  
 Combination \_\_\_\_\_ %

Plan Reviewer: \_\_\_\_\_

**Please circle all that apply:**

Primary and Secondary Finishes for this project are: Fluted/ Profiled/ Sculpted/ Exposed Aggregate

**If applicable:**

Alternate material approved by the Director:

\_\_\_\_\_

Director's Signature \_\_\_\_\_ Date of approval: \_\_\_\_\_

CITY OF SUGAR LAND  
CURRENT PLANNING DIVISION

# **Site Plan Graphic Requirements**

**(Submittals must be received by 3:00 p.m.)**

## **What is a site plan?**

A site plan is an accurately scaled development plan that illustrates the existing conditions on a land parcel as well as depicting details of a proposed development.

Site plans are required for all non single-family residential developments in the city and the extraterritorial jurisdiction. Site plans shall be submitted for review and approval prior to the issuance of applicable building or slab permits. The purpose of the site plan is to allow the staff to review issues such as traffic, land use, environmental, conformance to the comprehensive plan, utilities, and the property's relationship to adjoining subdivision or properties.

## **Site Plan Submittal Requirements**

The City of Sugar Land requires an 8 page site plan submittal.

1. Cover Sheet
2. Recorded Plat
3. Overall Site Layout (include property lines and street layout within 200')
4. Building Elevations (demonstrate compliance with Sections 2-300 through 2-306 of the Development Code)
5. Engineering Civil Designs including Paving & Drainage
6. Landscaping and signage
7. Water and Sanitary Sewer
8. City of Sugar Land standard detail drawings (include Tree Preservation Details if applicable)

## **What is required on the Cover Page?**

- Name and address of project (Address must be obtained before site plan approval can be given)
- Name, Address and phone number of applicant
- Name, Address and phone number of owner
- Vicinity map

## **What are the graphic requirements for the Overall Site Layout?**

Site plans should address the entire platted lot and should show dimensions of the following:

- Proposed and existing structures, including fences
- Parking analysis (parking required v. parking provided)
- Parking and driveway aisles
- Required setbacks
- Street and Lot layout
- Zoning district designation and legal description
- Vehicle circulation plan
- Adjacent property lines, streets, with median openings and driveways within 200'

## **What graphic details and information should accompany the Building Elevations?**

- Detailed list of materials used for Primary and Secondary Finishes
- Screen walls, wing walls, columns, and similar building extensions labeling their material composition
- Proposed percentages for the Exterior Finish (complete and submit attached "Composition Sheet")
- Show correct building heights in compliance with Development Code of the City of Sugar Land

## **What graphic requirements are required in the Landscape and Signage sheet?**

- Landscape plan as per Development Code Section 3
- Show dimensions of landscaped areas and islands
- Plant materials, including height and crown spread of new and existing plants
- Tree preservation procedures (if applicable)
- Existing and proposed signage location

### **What is required in the Traffic Analysis?**

Some sites require a Traffic Impact Analysis. Please contact the City of Sugar Land Engineering Division at (281) 275-2780 for more information.

### **What do I do to submit a site plan for review?**

Submit site plan review package to the Development Review Coordinator (with a check for \$500 site plan review fee)

- 6 sets of the 8 page site plan described previously
- 6 copies of the completed application form

### **What is the process for site plan review?**

1. When submitted, site plans are routed to Engineering, Planning, Public Works, Fire, and Traffic.
2. Staff review takes approximately 14-30 days. Review time may change depending on the nature of the site.
3. Staff comments are returned to the applicant.  
Applicant corrects site plans and returns to the city.
4. Staff reviews (clears) corrected site plans to make sure all comments have been addressed by the applicant. If all comments have not been addressed, the applicant will be notified to make corrections and resubmit.
5. Site plans are approved and applicant may proceed with the building permit process.

## Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis, as per Design Standards Section 1.4.2.

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City or ETJ: \_\_\_\_\_

Permit Type (check one):

\_\_\_\_\_ Zoning (CUP)    \_\_\_\_\_ Site Plan    \_\_\_\_\_ Plat    \_\_\_\_\_ Bldg Permit    \_\_\_\_\_ Other: \_\_\_\_\_

### Box A (Original TIA) RESIDENTIAL DEVELOPMENT

Anticipated Land Use	Number Of Units	Peak Hour (AM, PM, Off Peak)	Peak Hour Trip Rate	Peak Hour Trips	Trip Rate Source
					ITE Code: Other:

### Box B (Original TIA) NON-RESIDENTIAL DEVELOPMENT

Anticipated Land Use	Number			Peak Hour (AM, PM, Off Peak)	Peak Hour Trip Rate	Peak Hour Trips	Trip Rate Source
	Acres	GFA	Other*				
							ITE Code: Other:

\*Specify: \_\_\_\_\_

### Box C (Updated TIA) If property already has a TIA on file, complete Box C; if not ignore Box C.

Peak Hour Trips Projected in Current TIA	Peak Hour Trips (from Box A or B) Projected in <i>Updated</i> Plan	Increase in Peak Hour Trips (if over 100 additional trips, a new TIA is required)

\_\_\_\_\_ A traffic impact analysis is required. The consultant preparing the study must meet with the City staff to discuss the scope and requirements of the study before beginning the study.

\_\_\_\_\_ A traffic impact analysis is not required. The traffic generated by the proposed development does not exceed the threshold requirements.

\_\_\_\_\_ The traffic impact analysis has been waived for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: GFA = Gross Floor Area (bldg size)    ITE: = Institute of Transportation Engineers, *Trip Generation, Latest Edition*